

Date: **March 24, 2000**

MEMORANDUM TO ALL LENDERS  
WORKING CAPITAL GUARANTEE PROGRAM (WCGP)  
EXPORT-IMPORT BANK OF THE UNITED STATES

RE: **ADDENDUM NO. 1** to the WCGP Manual Effective October 1999 (Clarification to Item No. 2)

FROM: Sam Z. Zytcer, Vice President  
Business Credit Division (formerly United States Division)

Three items have come to our attention that needs to be addressed. They are: Immediate Notification of Closing of All Loan Facilities; Calculation of Facility Fee (Flat Fee vs. Pro-Rated Fee); and, Procedures for Multi-Year Loan Facilities.

**FOR DELEGATED AUTHORITY LENDERS.**

1. Immediate Notification of Closing of All Loan Facilities. Due to Federal Accounting regulations, we have been instructed that it is necessary to report all commitments under Delegated Authority at the time they are committed by all Lenders for purposes of calculating Ex-Im Bank's program budget. Therefore, **effective April 3, 2000**, we are requesting that each Lender submit to Ex-Im Bank, via facsimile (202-565-3793) or via e-mail (to [sam.zytcer@exim.gov](mailto:sam.zytcer@exim.gov), with a cc: copy to [mary.price@exim.gov](mailto:mary.price@exim.gov)), the attached notification to Ex-Im Bank upon completion of the closing of each transaction. Lenders will still have the ten (10) Business Days after the Effective Date to submit the required documentation (Application, \$100 Application Fee, Loan Authorization Notice and the appropriate Facility Fee).

**FOR DELEGATED AUTHORITY LENDERS.**

2. Calculation of Facility Fee (Flat Fee vs. Pro-Rated Fee). To calculate the Facility Fee for a Loan Facility with a term of 6 months or less, Ex-Im Bank requires a flat fee of 25 bp for the first \$2 million (of the Maximum Amount) plus 37.5 bp of the portion (of the Maximum Amount) over \$2 million. (For Loan Facilities of 6 months or less qualifying for the Reduced Facility Fee, there is a flat fee of 25 bp of the entire Maximum Amount.)

For a Loan Facility of greater than 6 months (but less than 12 months), the Facility Fee may be pro-rated for the number of months, at 25 bp *per annum* for the first \$2 million plus 75 bp *per annum* for the portion over \$2 million (or 25 bp *per annum* and 50 bp *per annum*, respectively, for the Reduced Facility Fee). (For example, the fee for a 9 month, \$1 million loan would be calculated as \$1 million x .0025/12 x 9 months = \$1,875.00.)

PLEASE RETAIN AND INSERT INTO THE WORKING CAPITAL GUARANTEE PROGRAM MANUAL DATED OCTOBER 1999. IT IS THE LENDER'S RESPONSIBILITY TO NOTIFY ANYONE WHO USES THIS PROGRAM OF THESE CHANGES.

Addendum No.1, Effective April 3, 2000

**FOR ALL LENDERS.**

3. Procedures for Multi-Year Loan Facilities. There has been some confusion about what needs to be submitted for the multi-year facilities. All multi-year facilities must submit to Ex-Im Bank: 1) the Schedule A to the Loan Authorization Agreement/Notice, 2) the appropriate Facility Fee, and 3) the Lender's annual review. A new application and the \$100 application fee are **not** required.
4. **FOR ALL LENDERS: Reminder: Please allow 10-business days for processing of any waiver requests.**

**PLEASE RETAIN AND INSERT INTO THE WORKING CAPITAL GUARANTEE PROGRAM MANUAL DATED OCTOBER 1999. IT IS THE LENDER'S RESPONSIBILITY TO NOTIFY ANYONE WHO USES THIS PROGRAM OF THESE CHANGES.**

## ATTACHMENT

**Effective April 3, 2000**, each lender must submit to Ex-Im Bank, via facsimile (202-565-3793) or e-mail (to [sam.zytcer@exim.gov](mailto:sam.zytcer@exim.gov), with a cc: copy to [mary.price@exim.gov](mailto:mary.price@exim.gov)), this notification upon completion of each Loan Closing.

TO: Mr. Sam Zytcer, Vice President  
Business Credit Division  
(Formerly the United States Division)  
Export-Import Bank of the United States

Date: \_\_\_\_\_

RE: Notification of Loan Facility Closing

We hereby notify Ex-Im Bank of the following Loan Facility committed under our Working Capital Guarantee Program Delegated Authority.

Name of Lender: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Maximum Amount: \_\_\_\_\_

Products/Services: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Term: \_\_\_\_\_

Type of Loan Facility: \_\_\_\_\_  
(i.e., Revolving, Transaction Specific, Transaction-Specific Revolving)